

# ARC POW-NET© Student User Guide - Evaluations v1.0 July 2015

Step-by-step instructions for completing the online evaluation form:

1. Students will access the evaluation form via **ARC POW-NET©**. The URL is <https://arcpow.uwe.ac.uk/powlive/uweLivepow.dll>
2. All students must **sign-in**. You will use your Login Name (your UWE student number) and password. If you are experiencing trouble logging in, please email [arcweb@uwe.ac.uk](mailto:arcweb@uwe.ac.uk)
3. The placement evaluation period will run from today for **4 weeks only**, you will receive a weekly reminder until this period ends if you have not completed this form promptly.
4. Students should complete an evaluation for **each** placement they have been allocated before accessing their next placement.
5. Once you login, go to the **Allocations tab** which will list all your placements, as indicated in Figure 1. The placement you will need to evaluate will be listed on this page.

Figure 1

The screenshot shows the 'Allocations' tab in the ARC POW-NET© system. At the top, it displays the student's name (Smith, Sarah) and intake (ZZZ TEST). It also shows system update and login information. Below this is a navigation bar with tabs: Home, Allocations, Attendance, Web Links, Change My Details, Logout, User Guide, and Contact us. The 'Allocations' tab is active, showing a table of placements. Annotations with arrows point to specific parts of the interface: 'Date Span' points to the 'Date From' and 'Date To' columns; 'Last time system was updated' points to the system update timestamp; 'Name of placement' points to the 'Description' column; 'Access Denied - this means the practice evaluation needs completing for your previous placement' points to the 'Access Denied' status in the 'Eval. Status' column; 'Eval Status - shows status of evaluation for that placement' points to the 'Required' status in the 'Eval. Status' column; and 'Hours expected to do' points to the 'Hrs' column.

Date From	Date To	Description	Eval. Status	Category	Days	Hrs	Hrs Worked	Hrs Special Leave	Hrs Sick
16/01/2006	22/01/2006	INDUCTION WEEK		INDUCTION WEEK	5	37.3	37.3	0	0
23/01/2006	26/02/2006	THEORY 1		THEORY 1	15	112.3	112.3	0	0
30/01/2006	12/02/2006	TEST GLOUCESTER	Done	ACUTE SURGICAL	10	75	75	0	0
27/02/2006	19/03/2006	TEST BATH	Done	MEDICAL	11	112.3	82.3	0	30
20/03/2006	26/03/2006	ANNUAL LEAVE			5	37.3	37.3	0	0
27/03/2006	04/06/2006	TEST GLOUCESTER Click here to evaluate this placement.	Required	ACUTE SURGICAL	46	352.3	345	0	7.3
29/05/2006	11/06/2006	Access Denied	Required	MEDICAL	8	60	60	0	0
12/06/2006	09/07/2006	THEORY 2		THEORY 2	20	150	150	0	0
10/07/2006	06/08/2006	Access Denied	Required	ELDERLY	19	142.3	142.3	0	0
31/07/2006	06/08/2006	WBLD		WBLD	1	8	8	0	0

6. Click on the **Placement Name** where you are currently allocated and where the evaluation is listed as 'Required'. Figure 2 represents the next window that will appear.

Figure 2

Welcome from the placement	Placement Details - Facilities	Placement Details - Preparation	Placement Details - Travel	View Evaluation																												
<p>Welcome from Placement</p> <p>Welcome to TEST GLOUCESTER. We look forward to working with you and our aim is to provide you with experience that will contribute to you achieving your learning outcomes.</p>																																
<p>Main Placement Details</p> <table border="1"> <tr> <td><b>Name</b></td> <td>TEST GLOUCESTER</td> <td><b>Contact Name</b></td> <td>GLOUCESTER, MARK</td> </tr> <tr> <td><b>Trust</b></td> <td>ZZZ TEST TRUST2</td> <td><b>Job Title</b></td> <td></td> </tr> <tr> <td><b>Code</b></td> <td>9999</td> <td><b>Date From</b></td> <td>30/01/2006</td> </tr> <tr> <td><b>Address</b></td> <td>HARTPURY HOSPITAL HARTPURY HOUSE GLOUCESTER</td> <td><b>Date To</b></td> <td>12/02/2006</td> </tr> <tr> <td><b>Post Code</b></td> <td>GL1 3NN &lt;Click here to see map&gt;</td> <td><b>Placement Facilities</b></td> <td>&lt;Click here to see&gt;</td> </tr> <tr> <td><b>Tel No</b></td> <td>01452 702132</td> <td><b>Placement Preparation</b></td> <td>&lt;Click here to see&gt;</td> </tr> <tr> <td></td> <td></td> <td><b>Placement Travel</b></td> <td>&lt;Click here to see&gt;</td> </tr> </table>					<b>Name</b>	TEST GLOUCESTER	<b>Contact Name</b>	GLOUCESTER, MARK	<b>Trust</b>	ZZZ TEST TRUST2	<b>Job Title</b>		<b>Code</b>	9999	<b>Date From</b>	30/01/2006	<b>Address</b>	HARTPURY HOSPITAL HARTPURY HOUSE GLOUCESTER	<b>Date To</b>	12/02/2006	<b>Post Code</b>	GL1 3NN <Click here to see map>	<b>Placement Facilities</b>	<Click here to see>	<b>Tel No</b>	01452 702132	<b>Placement Preparation</b>	<Click here to see>			<b>Placement Travel</b>	<Click here to see>
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- Click on **View Evaluation** tab. Figure 3 represents the next window that will appear. The evaluation form consists of 37 multiple-choice questions, which are divided into 5 topic areas: 1) Placement Preparation, 2) Induction & Orientation, 3) Learning Environment, 4) Support & Feedback and 5) Placement Experience. The evaluation form is scored on a 4-point scale, from 1 (Strongly Disagree) to 4 (Strongly Agree). There are 3 open text questions at the end of the form, in the Placement Quality topic area. These open text questions are where you need to reflect on the scores you have given to the previous 37 questions and provide meaningful and useful commentaries.

Figure 3

UWE BRISTOL University of the West of England		System updated 28/09/2014 22:05:39	
<b>Student Name</b>	Smithers-Jones, Karen	<b>Last login date and time</b>	22/10/2014 11:42:24
<b>Intake</b>	YYY TEST		
<b>Home</b>	<b>Allocations</b>	<b>Attendance</b>	<b>Web Links</b>
<b>My Profile</b>	<b>Logout</b>	<b>Contact us</b>	
<p><b>Host Name</b> CHIPPENHAM COMMUNITY HOSPITAL</p> <p><b>Dates</b> 03/01/2011 to 27/02/2011</p>			
<p><b>Dear Student</b></p> <p>Thank you for completing this questionnaire. This feedback is very valuable and will assist to maintain, develop or improve the placement experience for future students. It may also contribute to placement provider internal quality assurance processes to improve standards of care and the patient experience. Reports will be anonymised before being shared with key stakeholders however if you have concerns about patient care, it is important to follow processes for raising or escalating concerns as outlined in your Programme Handbook.</p> <p>Please complete this form within <b>0 weeks</b> of completing your practice placement.</p> <p>If you have any concerns whilst on placement please raise them at the time by calling the Practice Support Line on 0117 328 1152. For each of the following statements, please select your response using the rating scale below:</p> <p>1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree</p>			
<p><b>Placement Preparation</b></p> <p>1. Allocation of the placement occurred on time (i.e. minimum 6 weeks prior (nursing students only)) <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p>2. Preparation guidance, materials and documentation were sufficient <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p>3. Placement profile information on ARC was an accurate reflection of the practice area <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p>4. Placement was expecting my arrival <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p>			
<p><b>Induction &amp; Orientation</b></p> <p>5. The induction and orientation were comprehensive (i.e. Policies, Guidelines, Protocols &amp; Procedures including Health &amp; Safety) <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p>			

- After you complete all the evaluation form, please click on the **Submit button**. You will now notice that on the Allocations page, the evaluation status located next to the placement name has changed from 'Required' to 'Done'. If you have finished evaluating all of your placements you may click on 'Logout' located in the upper right-hand corner.